

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124 TASK NO. 294 AMENDMENT	710-258-80-01-89	2000

TASK TITLE: (NTE 80 characters; include Project name)

ESTO Program Office Administrative Control/Services

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)		DATE	ORG CODE	MAIL CODE	PHONE
George Komar		6/8/00	710.1	710.1	6-0007
BRANCH HEAD		DATE	CODE	PHONE	
George Komar		6/8/00	710.1	6-0007	
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)		DATE	CODE	PHONE	
Robert S. Lehair, Jr. Deborah A. Clark		6/8/00	560	301-286 6588	
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)		CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		Larry Moore			

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: JUN 12 2000

Contractor will develop specification or statement of work under this task for a future procurement.		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Government Furnished Property/Facilities: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)		
Onsite Performance:		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES If yes: <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL
If partial, indicate onsite work in SOW by asterisk (*)		
Surveillance Plan Attached:		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Highlighted Contract Clauses: (to be completed by Contracting Officer)		

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 6/22/00.

INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	No. 3	No. 4	<input checked="" type="checkbox"/> No. 5
Cost	10%	50%	25%	25%	10%
Schedule	15%	25%	25%	50%	45%
Technical	75%	25%	50%	25%	45%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 122,385.

The target fee of this task order is \$ 7,955.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 130,340.

The maximum fee is \$ 11,626.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

Elizabeth J. Austin 7/31/00

SIGNATURE OF CONTRACTING OFFICER

DATE

ELIZABETH J. AUSTIN
CONTRACTING OFFICER
TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE

AUTHORIZED SIGNATURE

DATE

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	TASK NO.	AMENDMENT
QSS Group, Inc.	NAS5- 99124	294	

Applicable paragraphs from contract Statement of Work: Function 3 - J,2

STATEMENT OF WORK: (Continue on blank paper if additional space is required)*(This is a follow-on to Task 103 under this contract; uninterrupted transition is required.)*

The contractor shall provide general business and administrative services to the ESTO Program Office to include:

1. Assisting in the preparation of status review documentation and presentations.
2. Preparing and modifying diagrams, schedules and narrative charts for Program presentations.
3. Establishing, maintaining, and managing documentation in support of the ESTO Program.
4. Preparation of travel documentation and tracking of the ESTO travel budget.
5. Upkeep of an Action Item Database and tracking of Action Items.
6. Management and periodic audit of the ESTO Program property and equipment.
7. Development of graphics art in support of various program components.

PERFORMANCE SPECIFICATIONS:

1. Presentations in Powerpoint.
2. Travel reports, action items and property audit completed in spreadsheet format.
3. Establish, maintain, and manage documentation according to general business practices, in accordance with Federal Government, NASA, and GSFC standards.
4. Required travel for Technology workshop Support (up to 4 days/twice per year).

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 6/21/01**MILESTONES/DELIVERABLES AND DATES:**

- | | |
|---------------------------------|------------------------------------|
| 1. Travel Reports | 5th of each month |
| 2. Action Items - Update Report | Every Monday |
| 3. Technology Workshop Support | September, January, March, June |
| 4. Property Audit | 8/31/00 |
| 5. Master Program Schedule | 1st of each month |
| 6. Technical Progress Report | Monthly, due the 15th of the month |

PERFORMANCE STANDARDS:**Schedule:** On-time delivery/completion of deliverables/milestones**Technical:** ATR's acceptance of the deliverables**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

George Komar, building 3, room 134